

MARION COUNTY COMMISSION OF PUBLIC RECORDS

Minutes, March 1, 2004

Members Present:

Marty Womacks (Auditor)
Wanda Martin (Recorder)
Joni Romeril (Assessor)
Timothy Fickle (Clerk, proxy)

Others Present:

Robert Borgmann (Commission Counsel)
Carol Metz (City of Indianapolis, Purchasing Division)
Linda Yanes (City of Indianapolis, Purchasing Division)
Rick Freeman (Center Township Assessor)

The meeting was called to order by Chairman Womacks.

Approval of Minutes: Mr. Fickle moved to accept the minutes of the October 2, 2003. The motion was seconded by Mrs. Romeril and unanimously approved.

Perry Township Assessor: A request was made to destroy the following records: business personal property records (1988 - 1993) and individual personal property records (1988 -1993). Mr. Fickle stated the had discussed the request with Kathy Price, the Perry Township Assessor. He also mentioned that the request was similar to those of past meetings. Mrs. Martin moved to accept the motion. Mrs. Romeril seconded the motion and the motion passed unanimously.

City of Indianapolis, Purchasing Division: This agency submitted four (4) PR-1 forms to the local commission. The requests consisted of: requests to destroy purchasing proof of publication (1995 – 1996) and purchasing change orders, signature cards, and quotes (1996 – 1997), and requests to microfilm and destroy term contracts records (expiring 2000), construction projects records (2000), RFP temporary services records (1994), and purchasing surplus records(1994 – 1995). Carol Metz and Linda Yanes were both present from the Purchasing Division and briefly mentioned the items listed for destruction. After a brief discussion, Mrs. Romeril moved to accept the amended request. Mrs. Martin seconded the motion and the request passed unanimously.

Center Township Assessor: A request was made to destroy the following original records: business personal property records (March 1, 1991 – March 1, 1993). Rick Freeman was present to answer any questions. This request was less inclusive than that of the Perry Township Assessor. Mrs. Romeril moved to accept the request. Mr. Fickle seconded the motion and it passed unanimously.

Capital Improvement Board of Managers: A request was made to destroy the following records: unsold tickets and discount coupons (2000). No representative was present, however, board members recalled the same request in the past. Mrs. Romeril moved for acceptance of the request. Mrs. Martin seconded and the motion passed unanimously.

Marion County Assessor, Real Estate Office:

A request was made to destroy the following original records: Property Tax Appeals (1992 – 1993). Mrs. Romeril stated that she would need to abstain from this request, as Mr. Fickle would do so in regards to the Clerk's request, and called into question if enough members were present to vote upon the request. Mr. Borgmann, acting counsel for the commission, stated the commission doesn't have a statutory requirement in terms of a number of members present to constitute a quorum and that the members present have the ability to rule on the remaining requests. Mrs. Womacks moved to approve the request. The motion was seconded by Mrs. Martin and passed unanimously with Mrs. Romeril abstaining.

Marion County Clerk, Records Division:

A request was made to transfer the following original records to the State Archives: indictment docket (1899 – 1901), execution dockets (1835 – 1843), and employment application packages (Police 1921 – 1943, Fire 1946 – 1947, 1950 – 1952, and Taxi Cab 1958 – 1959). Mr. Fickle briefly went over each of the requests and went on to state that Judy Flannery, Records Division supervisor, had already discussed the transfer with members of this agency. Mrs. Romeril moved to approve the request. The motion was seconded by Mrs. Martin and passed unanimously with Mr. Fickle abstaining.

Other Business:

Letter from the State Commission on Public Records: The Indiana Commission on Public Records sent out a form letter to all local commissions at the county level. The initial letter raised concerns as it stated that the state had not heard from the local commissions. Mr. Fickle stated that he spoke with the State to ensure that Marion County's correspondences had been received. During this conversation with the State Mr. Fickle was informed that microfilm, as perceived by the State, is still the only true means of record preservation. This perception has been argued between the two agencies and the commission decided to sent a letter questioning the issue again.

There being no further business, Chairman Womacks adjourned the meeting.

Marty Womacks, Chairman

Doris Anne Sadler, Secretary